

**EXECUTIVE SECRETARIAT
ROUTING SLIP**

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Remarks

Executive Secretary

19 Apr 85 STAT

Date



United States
**Office of
 Personnel Management**

Washington, D.C. 20415

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In Reply Refer To:

Your Reference:

Dear Federal Manager and Program Specialist:

Have you ever felt that you can't keep up with Federal government personnel policies, practices or standards? Or you've heard somewhere about a publication that deals with subjects like performance appraisal, reasonable accommodation, retirement facts, new staffing regulations and so on?

Attached is a complimentary copy of "Rider Info". "Rider Info" is a monthly listing of soon to be printed U.S. Office of Personnel Management publications. It's usually one page printed front and back and gives a brief description of each publication with a contact person and phone number in case you have further questions. Also, in April of each year, a special "Rider Info" is issued, listing all OPM subscription publications like "Management" magazine, "The Federal Labor Management Consultant", "Incentive Awards Notes", "Spotlight on Affirmative Employment Programs", and "The Federal Trainer".

WHAT IS A "RIDER" AND WHY BOTHER?

By "riding" OPM's printing requisition at the U.S. Government Printing Office (GPO) you can, through your central printing procurement office, buy publications at production cost rather than retail cost as charged by the GPO's Superintendent of Documents. The savings are significant, especially on subscription publications. With the new emphasis on reducing publication costs within government, using the "rider" is the most economical way to order those publications that you and your agency need.

HOW TO CONTINUE RECEIVING "RIDER INFO"

If you would like to continue receiving "Rider Info", all you have to do is give us a call at (202) 632-4644 or 632-3822. There is no subscription charge.

We look forward to hearing from you!

Sincerely,

Elaine Goddard,
 The Publication and Distribution
 Management Branch

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 REG

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Special Issue!
**SubSCRIPTION
 ITEMS**

rider INFO

April 1985 Listing of Upcoming OPM Publications

Management Magazine

Every merit pay supervisor and executive in government should be subscribing to this magazine for insiders who need to know what's happening and how to get things done in the Federal workforce. Recent issues included:

- "Phone book" listing key contacts who expedite functions confronting every government manager;
- How to write your own supervisory performance standards; and
- A tear-out card showing how merit pay employees can determine their pay increases.

This exciting magazine is available by subscription through the Superintendent of Documents at \$13.00 a year. But managers save 3/4 off the retail price by riding their agencies' requisitions and paying only \$3.00 annually.

Management is a 32-page, color quarterly printed on litho coated stock, size 8 1/2" x 11."

Inquiries: *Mary Ann Maloney (202) 632-4400 or Marie Williams (202) 632-7209, Office of Public Affairs, U.S. OPM.*

The Federal Labor- Management and Employee Relations Consultant

The *Consultant*, a biweekly newsletter published by the Office of Personnel Management, reports on the vital area of labor and employee management relations in the Federal government. It is a valuable tool for keeping management, labor relations, and personnel staff informed on new developments and activities in this Federal program.

The newsletter is available on a subscription basis through the Superintendent of Documents, but the most economical way for an agency to subscribe is to ride OPM's printing requisition. To continue receiving the *Consultant* on a rider basis without interruption, an SF-1 must be resubmitted prior to each fiscal year.

The *Consultant* is issued 24 times per year. Its size is 8 1/2" x 11" on white sub. 60 offset book, four pages, printed in two ink colors.

Inquiries: *The Editor, Office of Agency and Labor-Management Relations, (202) 632-5580.*

Spotlight on Affirmative Employment Programs

Spotlight on Affirmative Employment Programs is a newsletter published on a quarterly basis by OPM's Office of Affirmative Employment Programs. Articles focus on specific examples of successful agency implementation of affirmative employment programs. It provides news and information on Federal government affirmative employment efforts such as developments and trends in the Federal Women's Program, on-going and new employment issues in the Hispanic Employment Program, improved employment opportunities for veterans and the handicapped, and updates on Upward Mobility and the Federal Equal Opportunity Recruitment Program (FEORP).

Each issue is four pages long, printed on 8 1/2" x 11" white offset book stock and is published quarterly. This newsletter is available on a subscription basis through the Superintendent of Documents, but agencies may buy copies at less than the subscription price by riding the printing requisition.

Inquiries: *Andrea C. Blackburn, Editor, Office of Affirmative Employment Programs, (202) 632-5607.*



United States
 Office of
 Personnel
 Management

Salary Table No. 71, Executive Branch of the Government

Each year, OPM prepares a table containing the new General Schedule salary rates. In addition to annual salaries by grade and step, this table will show hourly rates (by grade and step) for the following categories: regular time, overtime, night differential, and Sunday work. Deductions for FICA, group life insurance, and Federal income tax will also be shown. Cost may be estimated by your printing procurement office on the basis of about 36 pages, size 8½" x 11," separate cover. No sample copies are available.

Salary Table No. 71 will be stocked for sale by the Superintendent of Documents, Government Printing Office. However, riding the printing requisition is the most economical way to obtain bulk supplies.

Inquiries: Advisory Services Unit, Office of Pay and Benefits Policy, (202) 632-5582

Personnel Literature

Published monthly, *Personnel Literature* is a bibliographic current-awareness service in such personnel management areas as career planning, performance evaluation, productivity, retirement, and workforce planning. Materials listed are commercial and government publications; books, journal articles, and dissertations. *Personnel Literature* is useful as a state-of-the-art review for personnel directors, supervisors, managers, and researchers. A subscription includes the annual subject and author index, January to December.

Each issue will be approximately 36 pages long, printed in black ink on white offset book stock and a separate vellum cover, size 8½" x 11". This publication is available on a subscription basis through the Superintendent of Documents, but agencies may buy copies at less than the subscription price by riding the printing requisition.

Agencies should submit Standard Form 1 prior to each fiscal year for new or renewed subscriptions.

Inquiries: Catherine Tashjean, the Library, (202) 632-4432.

Monthly Release of Federal Civilian Workforce Statistics

The *Monthly Release* of Federal Civilian Workforce Statistics presents detailed statistical tables on employment, payroll, and turnover (accessions and separations) by branch, agency, and area (United States, Washington, D.C. MSA, and overseas). Trend tables report employment, payroll, and turnover data for a 13-month period through the current month. The *Monthly Release* is often supplemented by analyses and tables from other recurring publications on Federal civilian employment, such as the Occupation, Geographic, and Salary and Wage Surveys.

Each *Monthly Release* publication is approximately 100 pages, 8½" x 11." The text is printed on white offset book stock, sub. 50. The cover is Victoria green, sub. 50 vellum cover stock.

The Office of Personnel Management will distribute limited quantities of the publications. Sample copies are available. This publication is available on a subscription basis through the Superintendent of Documents, but agencies may buy copies at less than the subscription price by riding the printing requisition. Agencies must renew their orders annually prior to the beginning of the fiscal year.

Inquiries: Denise Duck, Workforce Analysis and Statistics Division, Workforce Information Group, (202) 632-5416.

Incentive Awards Notes

Incentive Awards Notes is a four to eight page, 8½" x 11" publication issued six times per year. It provides program guidance, new approaches, trends, techniques, information regarding ways to use the Federal Incentive Awards Program, and other relevant information for Federal Incentive Awards Program Administrators. Although primarily directed to persons with program responsibility for performance and suggestion awards, the publication also contains useful information for supervisors and managers regarding use of incentives to improve individual and organizational performance. *Notes* contains information that can be used or adopted for use in agency publications; incentive awards program promotion; and training programs for employees, supervisors, and managers. A special new feature is "Idea Exchange," an ongoing series which summarizes employee suggestions, inventions, and other contributions that have already been implemented that may be of benefit to other Federal agencies. Sample copies are available from the Incentive Awards Branch.

Inquiries: Incentives Awards Branch, (202) 632-8950.

Digest of Significant Classification Decisions and Opinions

Three issues of the *Digest* are published each fiscal year. Each issue describes several troublesome and widespread classification problems and their treatment or resolution in OPM regional and central office classification appeals or other decisions and in central office classification advisory opinions. The *Digest* is not intended to supplant or take precedence over classification standards.

The *Digest* is available to agencies on a subscription basis through the Superintendent of Documents, but agencies may buy copies at less than the subscription price by riding the printing requisition. It is recommended that agencies request a sufficient number of copies to have them available at all operating personnel offices within the agency. The *Digest* is printed on sub. 50 offset book stock that will readily permit filing with OPM classification standards, and yellow sub. 50 vellum cover stock; average 16 pages; size 5 $\frac{7}{8}$ " x 9 $\frac{1}{8}$ ".

Inquiries: Chief, Classification Appeals Office, Compliance and Investigations Group, (202) 632-7744.

OPM Telephone Directory

The directory contains an alphabetical listing of all employees, an administrative listing, classified directory for the OPM central office and a listing of key field officials in each of the OPM regional and area offices. The directory is of particular interest to agency personnel officers.

The directory will have approximately 68 pages, 8 $\frac{1}{2}$ " x 11," separate cover, printed in one color of ink.

OPM has requested the Superintendent of Documents, GPO, to stock this publication for sale, but riding the printing requisition is the most economical way to obtain bulk supplies.

Inquiries: Facilities and Building Services Branch, (202) 632-7789.

OPM Publications, Fiscal Year 1986

(Note: Fiscal Year 1986 Requisitions Must Be Used)

The Government Printing Office has informed OPM that it is time for agencies to submit their requisitions for OPM's publications for Fiscal Year 1986 by June 21, 1985.

Agencies must submit a separate Standard Form 1 for each publication ordered and identify it by the title, and, if listed, the OPM requisition number.

If you hold the initial volume of the Basic FPM, the 28 supplements or any of the other publication listed under the heading **Maintenance Material**, and you wish to receive all updates issued during FY 1986, submit a separate Standard Form 1 for each publication by following the "Ordering and Distribution Information."

If you do not have the initial volumes the only way to obtain them is to order from:
Superintendent of Documents, GPO
Washington, D.C. 20401

The subscription from the Superintendent of Documents consists of the initial volume and all updates for an indeterminate period.

The publications listed on pages 4 and 5 are also listed in a forthcoming GPO Circular Letter.

Ordering and Distribution Information

Departments and agencies may order the publications listed in this issue by riding the OPM printing requisitions indicated below. Field and regional offices should submit their requirements to their department or agency Washington, D.C. area headquarters printing officer before the cut-off date shown. Agencies may estimate cost by using the current GPO price list of printing services and the information given in the description of each publication. Some of the publications listed may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; however, the least expensive means of obtaining bulk quantities is to ride OPM's printing requisitions. Agencies may order a bulk supply from GPO and make their own distribution to component offices or have GPO make the distribution (mailing list should be attached to the Standard Form 1 showing the number of copies to be sent to each address).

NOTE: Field or regional activities should coordinate their requirements with their Washington, D.C., area headquarters printing officer before submitting any paperwork. GPO will return all requisitions sent directly from field or regional offices.

Publication Title	ID Number	Refer to Edition Date	Refer to OPM Printing Requisition	Requisition (SF-1) to GPO by
GPO will accept only Fiscal Year 1986 requisitions for the following publications identified by the edition date "FY 86."				
Maintenance Material				
Basic Federal Personnel Manual		FY 86		6/21/85
FPM Supplement 271-1, Development of Qualification Standards		FY 86		6/21/85
FPM Supplement 271-2, Tests and Other Applicant Appraisal		FY 86		6/21/85
FPM Supplement 292-1, Personnel Data Standards		FY 86		6/21/85
FPM Supplement 293-31, Basic Personnel Records and File Systems ..		FY 86		6/21/85
FPM Supplement 296-33, The Guide to Processing Personnel Actions ..		FY 86		6/21/85
FPM Supplement 298-1, The Central Personnel Data File		FY 86		6/21/85
FPM Supplement 298-2, The 113 Summary Data Reporting System ..		FY 86		6/21/85
FPM Supplement 305-1, Executive Resources Management		FY 86		6/21/85
FPM Supplement 330-1, Examining Practices		FY 86		6/21/85
FPM Supplement 335-1, Evaluation of Employees for Promotion and Internal Placement		FY 86		6/21/85
FPM Supplement 337-2, Guidelines for the Library of Rating Schedules		FY 86		6/21/85
FPM Supplement 339-31, Reviewing and Acting on Medical Certificates		FY 86		6/21/85
FPM Supplement 410-1, Model Control System for Long-Term Training		FY 86		6/21/85
FPM Supplement 451-1, Incentive Awards		FY 86		6/21/85
FPM Supplement 532-1, Coordinated Federal Wage System		FY 86		6/21/85
FPM Supplement 532-2, Federal Wage System—Nonappropriated Fund Employees		FY 86		6/21/85
FPM Supplement 711-1, Labor Management Relations Program Provisions and Technical Guidance		FY 86		6/21/85
FPM Supplement 731-1, Determining Suitability for Federal Employment		FY 86		6/21/85
FPM Supplement 792-1, Occupational Health Services for Federal Civilian Employees		FY 86		6/21/85
FPM Supplement 792-2, Alcoholism and Drug Abuse		FY 86		6/21/85
FPM Supplement 831-1, Retirement		FY 86		6/21/85
FPM Supplement 832-1, Social Security Retirement, Survivors and Disability Insurance, and Medicare Program		FY 86		6/21/85
FPM Supplement 870-1, Life Insurance		FY 86		6/21/85
FPM Supplement 890-1, Federal Employees Health Benefits		FY 86		6/21/85
FPM Supplement 910-1, National Emergency Readiness of Federal Personnel Management		FY 86		6/21/85
FPM Supplement 990-1, Civil Service Laws, Executive Orders, Rules and Regulations		FY 86		6/21/85
FPM Supplement 990-2, Hours of Duty, Pay, Leave, Annotated		FY 86		6/21/85
FPM Supplement 990-3, National Emergency Standby Regulations and Instructions, Personnel and Manpower		FY 86		6/21/85
Handbook X-118, Qualification Standards for White-Collar Positions Under the General Schedule		FY 86		6/21/85

(Continued on Next Page)

Publication Title	ID Number	Refer to Edition Date	Refer to OPM Printing Requisition	Requisition (SF-1) to GPO by
Job Grading System for Trades and Labor Occupations (Blue Collar, Designated as FPM Supplement 512-1)	FY 86			6/21/85
Handbook of Occupational Groups and Series of Classes	FY 86			6/21/85
Position Classification Standards for White-Collar Positions Under the General Schedule	FY 86			6/21/85
Handbook X-118C, Job Qualification System for Trades and Labor Occupations	FY 86			6/21/85
Internal Qualification Guides for Trades and Labor Jobs	FY 86			6/21/85
Other OPM Publications Requiring an Annual FY 1986 Requisition				
Management Magazine	FY 86	6-00035		6/21/85
The Federal Labor-Management and Employee Relations Consultant	FY 86	6-00034		6/21/85
Salary Table No. 71, Executive Branch of the Government	FY 86			6/21/85
Spotlight on Affirmative Employment Programs	FY 86	6-00046		6/21/85
Personnel Literature	FY 86	6-00040		6/21/85
Monthly Release of Federal Civilian Workforce Statistics	FY 86	6-00033		6/21/85
Incentive Awards Notes	FY 86	6-00030		6/21/85
OPM Telephone Directory	FY 86			6/21/85
Digest of Significant Classification Decisions and Opinions (three issues per year)	FY 86			6/21/85

Additional information on the publications listed in this issue may be obtained from the sources listed under **Inquiries** following each listing. If you have any questions or suggestions regarding **Rider Info** please call 632-3822, 632-4642 or 632-4644.